

Job Description	
Job title	Lay Clerk (Alto)
Department	Choir & Chapel
Reports to (Position Title)	The Director of Music

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

The Lay Clerk sings at regular services as part of the College Choir. The Lay Clerk also participates in all rehearsals, concerts, recordings, broadcasts and other events as required.

Background information

Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA
Hours of work	The post-holder must be available during full term (3 x 8 weeks) plus up to 5 weeks during the vacations for other choir activities
Contract type	1-year fixed term contract (October – September)
Qualifications	Appropriate vocal quality and technique. Practical vocal skills to diploma level or equivalent. A degree or equivalent.
Knowledge of	Choral singing and choral music
Competencies	Ability to sight-read to a high level, including complex choral music
Budget responsibilities	None

Main duties and Responsibilities

- To sing for all services during full term (including evenings and weekends).
- To sing for all rehearsals (including evenings and weekends), and external engagements as listed on the choir timetable.
- To be available for extra events outside term (eg. Tours, broadcasts, recordings).
- To demonstrate a high standard of musicianship and present a professional attitude at all times.
- To attend singing lessons as required (provided free of charge) and to maintain high level of vocal health.
- To occupy a 'mentoring' role towards the younger and less experienced choral scholars, organising occasional small 'consort' groups etc.
- To sing at all special services throughout the year, and at any other events as required by the Director of Music.
- To adequately prepare music outside choir practices/services, in order to ensure the highest possible standard of music-making.

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
DBS check			x	
Lone working				x
Manual handling			x	
Working at height				x
Uniform required				x
Training requirements	iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees	108	22	x	
Equality, Diversity & Inclusion	3874	60	x	
Fire Awareness	415	30	x	
GDPR UK: Essentials	3627	38	x	
Health and Safety Essentials	2227	48	x	
Manual Handling	471	35	x	

Team Responsibilities

- Participate in choir/chapel meetings when required.
- Share ideas for improvements.
- Mentor and support other members of the choir.
- Help cover attendance shortfalls when required.
- Show consideration for others

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

Job title	Lay Clerk (Alto)
Department	Chapel & Choir
Reports to	The Director of Music

	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	• Appropriate vocal quality and technique.	E	I
	• Practical vocal skills to Diploma level or equivalent.	D	A
	• Degree holder or equivalent.	D	A
	• Ability to sight-read to a high level, including complex choral music.	E	A, I
Knowledge, skills and proven abilities	• The ability to sight read and learn complex choral music.	E	A, I
	• Choral singing and choral music.	E	A, I
	• The ability to sing solo parts with confidence.	E	I
	• Experience of singing in a small 'consort' choir.	D	A, I
	• An awareness and understanding of the liturgy, traditions of prayer and worship that underpin chapel life.	D	A, I
Behaviours	• Demonstrate a high standard of musicianship.	E	A, I
	• Present a professional attitude at all times.	E	I
	• Demonstrate a high standard of personal appearance.	E	I
	• Able to use own initiative and common sense.	D	I
	• Willingness to be adaptable and flexible.	E	I

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